



WORKFORCE SOLUTIONS
of the Coastal Bend

Child Care Services Committee Meeting

May 5, 2020
3:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/85731559369?pwd=ME5pRGJuVU5sMkV3d1dYWUN5VnhxQT09>

Toll-Free Call In

877 853 5257 US Toll-free

Meeting ID: 857 3155 9369

Password: 677948

www.workforcesolutionscb.org

Strategic Goals

- Establish and Strengthen Partnerships
- Effectively/Efficiently Target Rural Area Services
- Increase Workforce Awareness
- Expand Innovative Services to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
- Refine Board Culture

Mission Statement

At Workforce Solutions of the Coastal Bend, we invest in our regional economic success through access to jobs, training, and employer services.

Value Statement

Accountability – We address our customers and co-workers in a positive manner that elevates their spirit and creates a professional, supportive workplace for staff, job seekers, and employers.

Teamwork – We combine our individual talents for the benefit of the mission and common goals leveraging our unique abilities and contributions.

Trust – We consistently deliver on our commitments to our customers and co-workers to establish strong, sustainable relationships.

Integrity – We are honest, supportive, candid in addressing difficult issues, and willing to share success to demonstrate respect and consideration for our customers and co-workers.

Tenacity – We resist giving up when the going gets tough and support our customers and co-workers in seeing that issues are resolved and the job gets done.

Understanding – We are serious and passionate about delivering our services with compassion and empathy.

Dignity – We interact with customers and co-workers professionally regardless of their backgrounds, experience, and circumstances to reflect our commitment as public servants.

Enthusiasm – We recognize the importance and value of our work and know that every day we have the opportunity to help build the economic success of our regional economy.

Disclosure and Declaration of a Conflict of Interest

Conflicts of Interest and the appearance of Conflicts of Interest shall be reported according to Board Administrative Policies #1.0.101.00 - Standards of Conduct and Conflict of Interest; and #1.0.105.00 - Reporting Conflict of Interest, Fraud, and Abuse, which were adopted by the Board of Directors on April 26, 2007.

Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee is in a decision-making position and has a direct or indirect interest, particularly a financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.

Appearance of a Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee's action appears to be:

- influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract), or;
- motivated by design to gain improper influence over the Commission, the Agency, the Board, or the Board's Chief Elected Officials.

Code of Ethics

The Workforce Solutions Code of Ethics is a guide for dealing with ethical matters in the workplace and in our relationship with our clients and members of the community.

- We believe in respect for the individual.
- We believe all persons are entitled to be treated with respect, compassion and dignity.
- We believe in openness and honesty in dealing with the general public, the people we serve, and our peers.
- We believe in striving for excellence.
- We believe in conducting ourselves in a way that will avoid even the appearance of favoritism, undue influence or impropriety, so as to preserve public confidence in our efforts.



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May 5, 2020 – 3:00 pm

AGENDA

Page

I. Call to Order: *Marcia Keener, Chair*

II. Roll Call..... 2

III. Announcement on Disclosure of Conflicts of Interest
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.

IV. Public Comments

V. Discussion and Possible Action on Minutes of the February 4, 2020 Child Care Services Committee Meeting..... 3-4

VI. Information Only:

1. Summary of Child Care Performance for the Months of January and February of the Second Quarter of BCY 2020: *Denise Woodson* 5-9
2. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Services (CSS) Program Providers and Customers: *Denise Woodson*..... 10
3. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees: *Denise Woodson*.....11
4. COVID-19 Pandemic – Supplemental Parent Share of Cost (PSC) Fees to Child Care Providers: *Denise Woodson*.....12
5. COVID-19 Essential Worker Emergency Child Care Services and Enrollment Application: *Denise Woodson*.....13
6. COVID-19 Pandemic Attendance Tracking Collection: *Denise Woodson*.....14
7. Frontline Child Care Availability Portal: *Christina Miller*.....15
8. COVID-19 Pandemic Child Care Survey Responses: *Christina Miller*.....16
9. Update on Texas Rising Star (TRS) Program Activities during the COVID-19 Pandemic: *Paula Trevino*.....17

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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

VII. Adjournment

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

**Child Care Services Committee
Roll Call Roster
May 5, 2020**

_____ Marcia Keener, Chair

_____ Cleo Rodriguez, Jr., Vice Chair

_____ Mary Afuso

_____ Mary Gleason

_____ Sara Garza

_____ Marc Puig

_____ Catrina Wilson

_____ Ed Sample

Signed

Printed Name

MINUTES

**Workforce Solutions of the Coastal Bend - Child Care Services Committee Meeting
Staples Career Center – 520 N. Staples Street, Conference Room #1
Corpus Christi, TX
February 4, 2020 – 3:00 pm**

Committee Members

Present

Marcia Keener, Chair
Cleo Rodriguez, Jr., Vice Chair
Mary Afuso
Mary Gleason
Sara Garza
Marc Puig
Catrina Wilson

Absent

Ed Sample

Others Present

Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Denise Woodson, Workforce Solutions
Christina Miller, Workforce Solutions
Vicki Stonum, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Kenia Dimas, BakerRipley

Other Board Members Present:

I. Call to Order

Ms. Keener called the meeting to order at 3:01 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Announcement on Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines, and disclosures were requested at this time. None were made.

IV. Public Comments

Ms. Keener welcomed new Board member Dr. Marc Puig, Superintendent Bee ISD with Beeville ISD.

V. Discussion and Possible Action on Minutes of the November 12, 2019 Child Care Services Committee Meeting

Dr. Gleason moved to approve the minutes of the November 12, 2019 Child Care Services Committee meeting. The motion was seconded and passed.

VI. Review of Committee Charter and Initiatives for BCY 2020

Ms. Woodson reviewed the Committee Charter and Initiatives for BCY 2020. Ms. Villarreal added additional information.

CHILD CARE SERVICES

Responsible for all issues dealing with the management of childcare services. Responsible for monitoring the childcare vendor activity, the childcare contractor, recommending the allocation of childcare dollars to the Board and to the Contractor, reviewing childcare training, development issues, and monitoring the reports and enrollments from the contractor.

VII. Information Only:

1. *Summary of Child Care Performance for the First Quarter of BCY2020*

Ms. Woodson provided a summary of Child Care performance for the first quarter of BCY 2020 (included on page 6 of the February 4 agenda packet). Ms. Woodson welcomed new Board member Dr. Marc Puig to the Child Care Services Committee.

2. *Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2020*

Ms. Woodson provided a summary of Child Care performance for the month of January of the second quarter of BCY 2020 (included on pages 7-11 of the February 4 agenda packet).

3. *Action Plan for Child Care Performance for the Second Quarter of BCY2020*

Ms. Woodson provided information on an action plan for Child Care performance for the second quarter of BCY 2020 (included on page 12 of the February 4 agenda packet).

4. *Analysis of Coastal Bend Child Care*

Ms. Woodson provided an Analysis of Coastal Bend Child Care for the month of November 2019 (included on pages 13-15 of the February 4 agenda packet). Ms. Villarreal added additional information.

5. *Update on Child Care Quality Program Activities*

Ms. Miller provided an update on Child Care Quality Program activities (included on page 16 of the February 4 agenda packet).

- January 22, 2020 – Child Development Associate (CDA) Reception 8th class (**17** graduates)
- January 23, 2020 – Child Care Provider Meetings were held (**86** child care directors attended)
- February 12, 2020 – “New” Texas Rising Stars (TRS) Provider Orientation Meeting @ the Alice Career Center (**3** child care directors attended)
- February 25, 2020 – Child Development Associate (CDA) Orientation (9th class)
- March 30-31, 2020 – Texas Workforce Commission (TWC) Pre-Kindergarten Partnership Summit (Houston, Texas)

VIII. Adjournment

The meeting adjourned at 3:56 pm.

INFORMATION ONLY

VI - 1. Summary of Child Care Performance for the Months of January and February of the Second Quarter of BCY 2020

BACKGROUND

Board staff will summarize child care performance for the months of January and February of the second quarter of BCY2020. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures.

FY2020 - Direct Child Care Forecast April 2020 as of April 1, 2020

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 04-01-2020	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2219CCC000	10/1/2018	12/31/2019	\$ -	\$ -	\$ -	\$ 885,311	\$ 3,351,159	256	Average Costs - assume equal to 2019, this does not account for impact of max rate increases.
CCC	2220CCC001	10/1/2019	10/31/2020	\$ 4,889,020	\$ 652,550	\$ 4,236,470				

CCF	2219CCF000	10/1/2018	12/31/2019	\$ 410,249	\$ 1,672,127	\$ (1,261,878)	\$ 8,322,686	\$ (5,023,740)	2,823	Average Costs - assume equal to 2019, this does not account for impact of max rate increases.
CCF	2220CCF001	10/1/2019	10/31/2020	\$ 6,942,779	\$ 2,381,955	\$ 4,560,824				

Sub Total - Formula Funds				\$ 12,242,048	\$ 4,706,632	\$ 7,535,415	\$ 9,207,997	\$ (1,672,581)	3,079	
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Coastal Bend College	19192C04	11/1/2018	12/31/2019	\$ 400,000	\$ 197,202	\$ 202,799				The final 2019 report shows some expenditure of 2019 LM funds. These budgets will be adjusted after closeout.
City of Corpus Christi	19192C05	11/1/2018	12/31/2019	\$ 600,000	\$ 600,000	\$ -				
Del Mar College	19192C06	11/1/2018	12/31/2019	\$ 372,928	\$ 372,928	\$ -				
Texas A&M University-Kingsville	19192C07	11/1/2018	12/31/2019	\$ 240,000	\$ 216,250	\$ 23,750				
Texas A&M University-Corpus Christi	19192C08	11/1/2018	12/31/2019	\$ 140,000	\$ 140,000	\$ -				
Local Match 2020	20CCM	#N/A	#N/A	\$ 1,789,966	\$ -	\$ 1,789,966				Amount pending commission approval. Will be broken by contract once it is approved and loaded to TWIST.
				\$ -	\$ -	\$ -				

Sub Total - Local Match Funds				\$ 3,542,894	\$ 1,526,380	\$ 2,016,515	\$ -	\$ 2,016,515		
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Total				\$ 15,784,942	\$ 6,233,012	\$ 9,551,930	\$ 9,207,997	\$ 343,933	3,079	
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Percentage				39.49%	60.51%	58.33%	2.18%			2,967 Performance Target (Discretionary & Mandatory)
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Fiscal Year 2020 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of	Actual	Actual	Actua;	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Difference Over/(Under) to current month
		Average Enrollment												
	4/1/2020	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Income Eligible	3,048	2,700	2,685	2,789	2,861	2,967	3,039	2,870	2,870	2,870	2,870	2,870	2,870	178
16 - Homeless	25	27	22	26	27	26	24	24	24	24	24	24	24	1
														0
Sub Total	3,073	2,727	2,707	2,815	2,888	2,993	3,063	2,894	2,894	2,894	2,894	2,894	2,894	179
1 - Choices	101	123	114	114	114	109	109	109	109	109	109	109	109	(8)
2 - Tanf Applicant	0	0	1	1	0	0	0	0	0	0	0	0	0	0
4 - SNAP E&T	3	0	1	3	3	3	3	3	3	3	3	3	3	0
15 - Former DFPS	134	142	151	155	155	133	145	145	145	145	145	145	145	(11)
														0
Sub Total	238	265	267	273	272	245	257	(19)						
Total	3,311	2,992	2,974	3,088	3,160	3,238	3,320	3,151	3,151	3,151	3,151	3,151	3,151	160
			(18)	114	72	78	82	(169)	-	-	-	-	-	

ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2020

	D	E	F	G	H	I	J	K	L
	Average # of Children for the month (self count)	((E+I)/(C*F)) Utilization Rate	Actual Units	Number of Billable Days	Actual Expenses	(G+J)/(E+I) Average Unit Rate	Remaining Projected Units	Remaining Projected Expenditures	(G+J) Total Actual/Projected Expenditures
A c t u a l	Oct-Actual	2,992	99.1%	68,220	23	\$ 1,278,574	\$ 18.74	-	\$ 1,278,574
	Nov-Actual	2,974	97.3%	60,767	21	\$ 1,134,871	\$ 18.68	-	\$ 1,134,871
	Dec-Actual	3,088	96.4%	65,484	22	\$ 1,237,266	\$ 18.89	-	\$ 1,237,266
	Jan-Actual	3,160	98.7%	71,759	23	\$ 1,370,566	\$ 19.10	-	\$ 1,370,566
	Feb-Actual	3,238	100.4%	65,037	20	\$ 1,211,735	\$ 18.63	-	\$ 1,211,735
P r o j e c t e d	Mar-Proj	3,320	99.0%	0	22	\$ -	\$ 18.82	72,310	\$ 1,360,677
	Apr-Proj	3,151	99.0%	0	22	\$ -	\$ 18.83	68,629	\$ 1,292,582
	May-Proj	3,151	99.0%	0	21	\$ -	\$ 18.66	65,509	\$ 1,222,397
	Jun-Proj	3,151	95.0%	0	22	\$ -	\$ 20.15	65,856	\$ 1,327,113
	Jul-Proj	3,151	99.0%	0	23	\$ -	\$ 20.15	71,748	\$ 1,445,855
	Aug-Proj	3,151	95.0%	0	21	\$ -	\$ 20.15	62,862	\$ 1,266,790
	Sep-Proj	3,151	99.0%	0	22	\$ -	\$ 18.83	68,629	\$ 1,292,582
TOTALS / AVERAGE		3,140	98.1%	331,267	262	\$ 6,233,012	\$ 19.14	475,543	\$ 9,207,997

Actual Exp matched

Total Actual and Projected Expenditures \$ 15,441,008

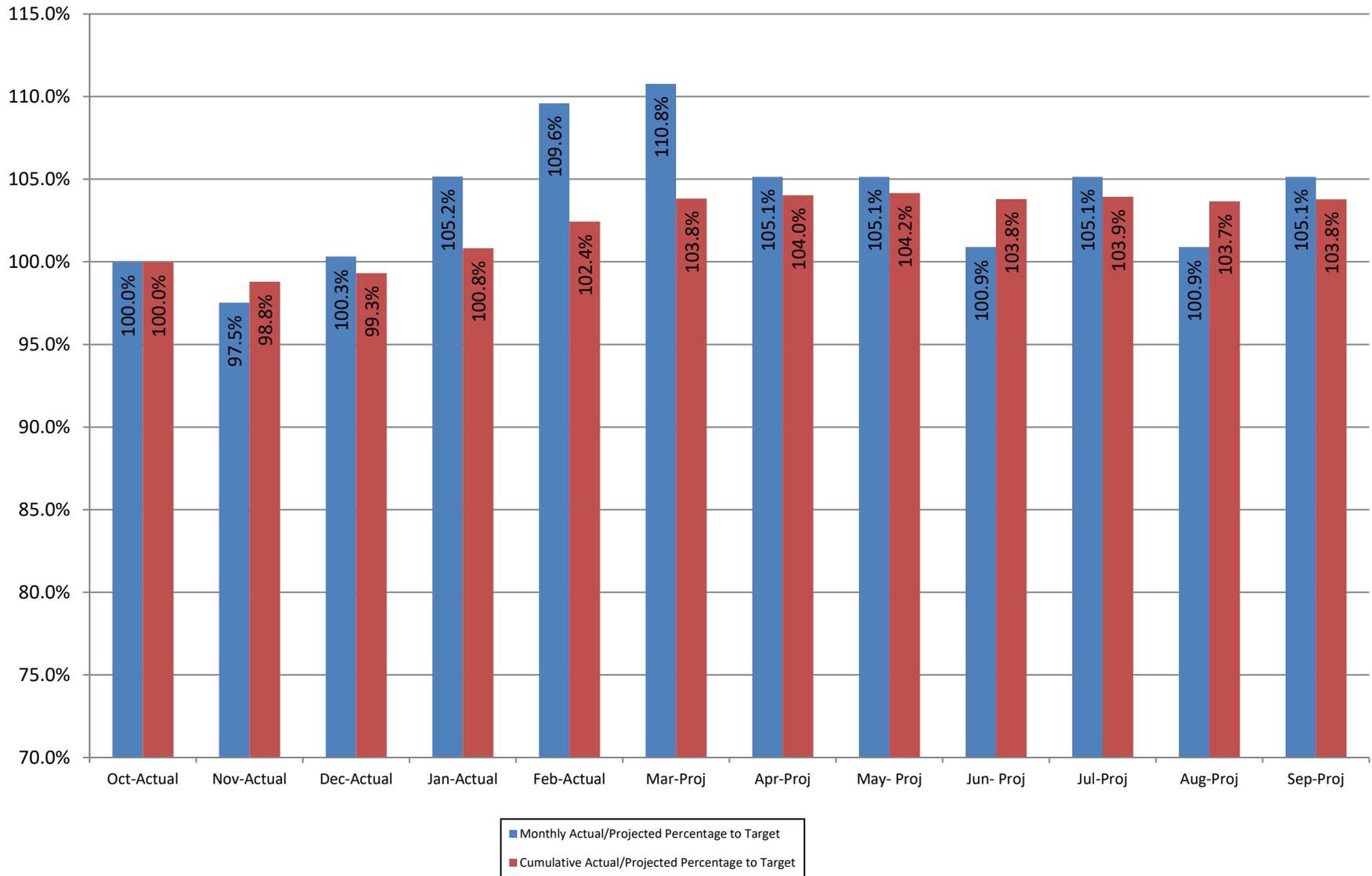
Total Direct Child Care Services Budget \$ 15,784,942

Net Balance \$ 343,933
 (Total "CC Services Budget" minus "Total Actual & Projected Expenditures")

Projected Average Number of Units Served 3,079
 (Total of "Number of Actual + Projected Units / 12 months")

CCDF Funds (Mandatory and Discretionary) Actual and Projected Performance

Chart Data is from TWIST Ad-Hoc Reporting. TWC reports may vary due to data extraction dates



INFORMATION ONLY

VI - 2. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Services (CCS)
Program Providers and Customers

BACKGROUND

Board staff will provide an update on how the COVID –19 Pandemic public health crisis has impacted the Child Care Services (CCS) Program providers and customers.

INFORMATION ONLY

VI - 3. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees

BACKGROUND

Board staff will share with the Committee how the COVID –19 Pandemic public health crisis has affected the parent share of cost (PSC) fees parents must pay their child care providers.

INFORMATION ONLY

VI – 4. COVID-19 Pandemic – Supplemental Parent Share of Cost (PSC) Fees to Child Care Providers

BACKGROUND

Board staff will inform the Committee about supplemental parent share of cost (PSC) fees that are being paid to child care providers during the COVID -19 Pandemic.

INFORMATION ONLY

VI – 5. COVID-19 Pandemic – Essential Worker Emergency Child Care Services and Enrollment Application

BACKGROUND

Board staff will inform the Committee about COVID -19 Essential Worker Emergency Child Care Services and its enrollment application.

INFORMATION ONLY

VI – 6. COVID-19 Pandemic Attendance Tracking Collection

BACKGROUND

Board staff will share with the Committee how child care attendance is being tracked during the COVID -19 Pandemic and how this information is being reported to the Texas Workforce Commission (TWC).

INFORMATION ONLY

VI – 7. Frontline Child Care Availability Portal

BACKGROUND

Board staff will inform the Committee about the Frontline Child Care Availability Portal. This is a resource that was created to assist essential workers in identifying child care providers who have space to accommodate additional children during the COVID – 19 Pandemic.

INFORMATION ONLY

VI – 8. COVID-19 Pandemic Child Care Survey Responses

BACKGROUND

Board staff will share with the Committee the various responses and concerns child care providers are/have expressed throughout the COVID -19 Pandemic.

INFORMATION ONLY

VI – 9. Update on Texas Rising Star (TRS) Program Activities during the COVID-19 Pandemic

BACKGROUND

Board staff will provide the Committee with an update on Texas Rising Star (TRS) Program activities during the COVID – 19 Pandemic.

Glossary of Terms

Program Title	Program Characteristics
Child Care	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Non-Custodial Parent (NCP) Choices	Targets low-income, unemployed, or underemployed NCPs who are behind on child support payments and whose children are current or former recipients of public assistance. Involves working in tandem with the Office of the Attorney General (OAG) and the local court system to help NCPs with substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.
Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Temporary Assistance for Needy Families (TANF)/Choices	The goal of Choices services is to end the dependence of needy parents on public assistance by promoting job preparation, employment, and job retention with a “Work First” service delivery design. TANF recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Act Services	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
The Workforce Information System of Texas (TWIST)	TWIST is a centralized point of reporting intake, case management, and service delivery for customers. Intake information is submitted just once for multiple employment and training programs, and can be retrieved statewide. TWIST also allows staff to query and retrieve information from the legacy systems - Employment Services (ES), Unemployment Insurance (UI), SNAP E&T, Temporary Assistance to Needy Families (TANF), SSI (Supplemental Security Income), and the Texas Department of Criminal Justice (TDCJ).
Veterans Employment Services	Employers have quick access to the talents and expertise of veterans and eligible persons, e.g., spouses of deceased/disabled/MIA veterans, to fill job openings.
Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services	Acts as liaison between employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Workforce Innovation and Opportunity Act (WIOA)	WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market; and matches employers with the skilled workers they need to compete in the global economy.